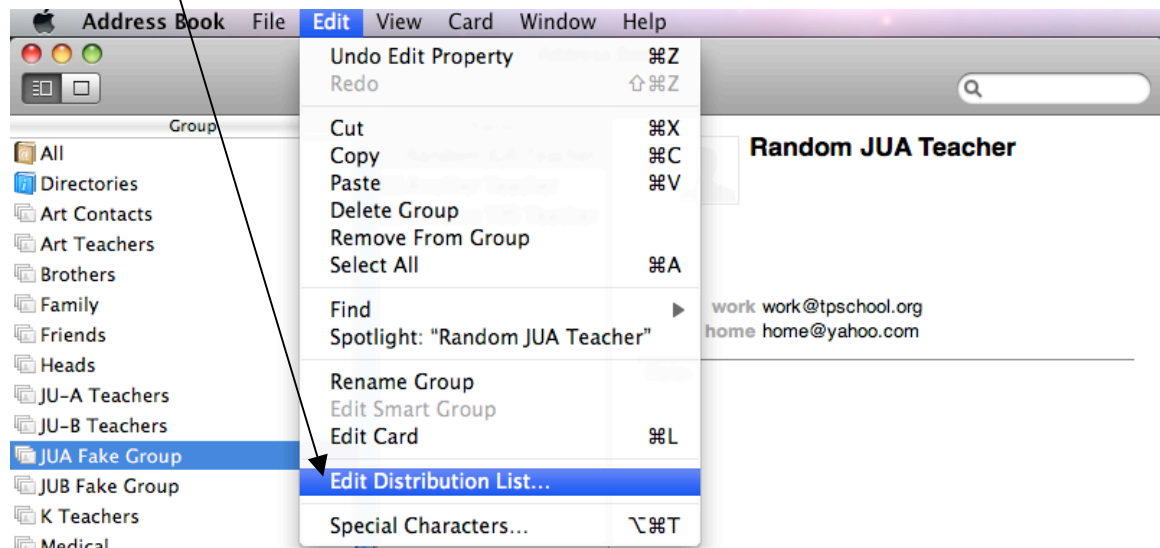


# Choosing Which E-Mail Address to Use

1. To change the destination of an individual in an e-mail group, open the Address Book application.



2. Click on **Edit** from the top menu bar and choose **Edit Distribution List**.



3. A new dialogue box will appear called Distribution List. This will show each group along with the e-mail addresses you have for each person. You can then select which address you want to use for each person individually by clicking on it,

or you can choose to use the work labels for everyone by using the **Change All Labels** pull-down in the top right corner. Click the **OK** button.

**NOTE:** You must edit each group individually.

